

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### HEATING, VENTILATING, AND AIR CONDITIONING SUPERVISOR

##### DEFINITION:

Under direction, to plan and supervise the work of skilled Refrigeration Mechanics, Plumbers, Apprentices, and others engaged in heating, ventilating, and air conditioning work; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Plans, schedules, assigns, reviews, and participates in the work of Refrigeration Mechanics, Plumbers, Utility Workers, Apprentices, and others in the installation, repair and maintenance of heating, ventilating, and air conditioning equipment;
- Plans and designs heating, ventilating, and air conditioning installations;
- Inspects heating, ventilating, air conditioning work under construction and upon completion to ensure compliance with specifications;
- Reviews plans and specifications to determine material needs;
- Orders supplies and materials;
- Prepares cost estimates;
- Plans and implements a heating, ventilating, and air conditioning preventative maintenance program;
- Enforces safety regulations;
- Keeps records and prepares reports;
- Trains and rates the work performance of subordinates.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Successful completion of a State-accredited four-year or five-year Electrician, Plumber, Pipefitter, or Refrigeration Apprenticeship Program; **AND** two years of journey-level experience performing skilled installation, maintenance, and repair work on heating, ventilating, and air conditioning systems; **OR** six years of journey-level experience performing skilled installation, maintenance, and repair work on heating, ventilating, and air conditioning systems; **OR** any equivalent combination of the above apprenticeship training and journey-level experience. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.